



# **CENTRAL INTELLIGENCE AGENCY**



## *A Vast and Complex Responsibility*

It is the responsibility of the Central Intelligence Agency of the United States to collect, digest, collate, and interpret the vast amount of intelligence information from all over the world which the President of the United States must have in order to make the decisions required of him in times of peace or national danger. This is a proud responsibility.

C I A, it should be noted, is the *central* U. S. intelligence agency. To serve the President, it has access to all other intelligence in the United States. It is responsible to the President. It also serves the National Security Council.

*Intensive Use of the Nation's Intellectual Resources* The task of U. S. intelligence is to bring together and synthesize what is known; study what this confrontation of facts means; and present significant truths, sometimes orally but often in cogent, reasoned, concise, carefully researched documents. To meet its obligation to the President and the nation, the Central Intelligence Agency of the United States makes intensive use of the intellectual resources of the United States.

Democracy has helped to create, and freedom has attracted to the United States, an immense reservoir of exceptional professional men and women in every field — unsurpassed and even unmatched anywhere else in the world. C I A draws upon the outstanding scientific and technological talents of the country in colleges, universities, and industry. It employs and trains young men and women who can bring to it a great diversity of skills and exceptional competence and promise in science, technology, languages, history, the arts, politics, economics, communications, administration, and other fields.

A prime need of the Central Intelligence Agency is for young men and women who have a liberal arts training—who have a strong sense of history—who are keenly aware of the forces of economics and politics—and who have substantial command of at least one foreign language. They must be well-adjusted young people with a strong inclination toward leadership. They must be intelligent and resourceful, personable and persuasive. They must be willing to work anonymously. They must be able to see, think, and report clearly. They must be willing to accept responsibility and to serve in far places if need be.

A career in C I A attracts many college seniors, but it is largely to the graduate schools that the Agency is looking today for mature students equipped for extensive training in intelligence fields. A high percentage of the C I A organization is made up of men and women who have obtained their master's degrees from graduate schools, and many have their doctorates. More than 500 colleges, universities, and graduate schools have contributed to the present staff of the C I A.

Virtually all divisions of the social and physical sciences and virtually all fields of technology are useful to candidates. There is no intellectual discipline and few skills which are not continually needed.

The Central Intelligence Agency of the United States employs college graduates and graduate

mature young men and women with a strong sense of history, a keen awareness of the forces of economics and politics, and a substantial command of at least one foreign language—are essential to the work of the C I A.

students in economics, economic history, and international trade to help in its study of developments in foreign economies and foreign economic systems which have an effect on the security of the United States.

It requires students of political science, international relations, history, and area studies who can immerse themselves in developments abroad.

Essential to the C I A in its service to the President and the nation are experts who can probe every area of information which may throw light on the strengths, weaknesses, and capabilities of a potential enemy. It is vital to know what he can and cannot do. It is therefore often necessary to know what his scientists are doing and discovering—and what timetable may be involved. It is necessary to be up to the minute on developments in physics, chemistry, electronics. Foreign propaganda must be judged in the light of truths that cannot be hidden from diligent researchers.

The worldwide search for truth often involves men and women trained in biology, geology, engineering, cartography, agriculture, even forestry. C I A often needs people whose specialties may seem superficially to be unrelated to the national security.

The millions of words and thousands of reports and other documents that are part of the work of the Central Intelligence Agency each year are continually tested against often conflicting reports in a great diversity of fields by an organization of specialists—men and women of highest competence and training.

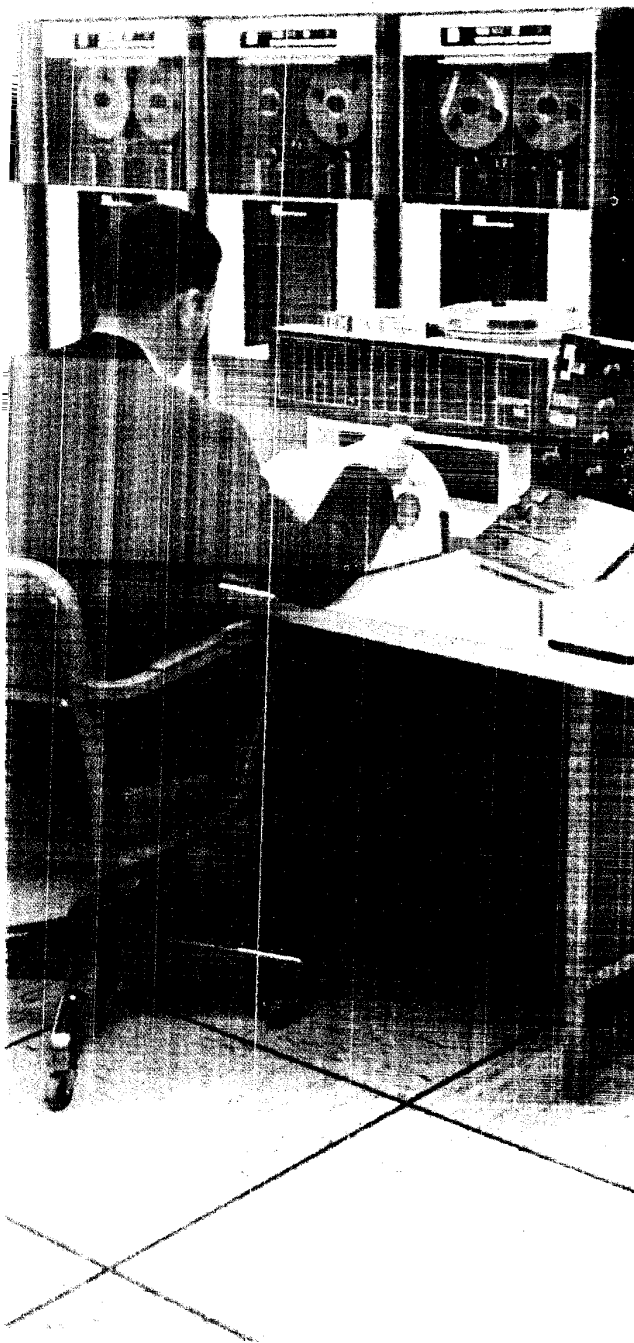
*At a glance, the Central Intelligence Agency*

The Central Intelligence Agency of the United States needs men and women who want to devote their lives to its work.

A career candidate should be strongly motivated by a desire to participate as a citizen in a public service vital to the security of the United States and the peace of the world, and should expect to make sacrifices of time, energy, and personal convenience.

A prime test of candidates is character. While we are proud of the intellectual capacity and achievements of the Central Intelligence Agency, we are even prouder of the fact that its membership has measured up to very high standards of character, integrity, and devotion to their country.

The broad areas of activity into which entering candidates will find themselves drawn include Administration, Intelligence, and Scientific and Technical Developments. As new members of the organization begin to find themselves—developing evidences of special interests and capabilities,



and discovering preferences for various kinds of work -- they are encouraged and given special training. Their progress can be as rapid as their will and capacity to move ahead. The C I A has a continuing need for able careerists.

The Career Training Program of the C I A is directed toward graduate students and college seniors who (in the case of men) have completed their military service; and young graduates who are now employed in other fields but who want to build new careers in intelligence. It prepares qualified candidates for lifetime professional careers in intelligence. It provides for one or two-year periods of basic training and controlled, on-the-job assignments before permanent transfer into one of the Career Services.

Appointments to the Career Training Program are based on a candidate's general intelligence, academic record, leadership potential, physical and emotional fitness, and aptitude for foreign language studies. He has a better chance for selection if he is enrolled in graduate study and has traveled abroad.

A candidate who is not appointed to the Career Training Program at the time of his recruitment may apply for appointment after he has accumulated on-the-job seasoning. Such employees in fact make up a significant part of each new Career Training class.

Overseas tours for either brief or extended periods are essential in some career fields. In others, overseas duty is not required, but opportunities for service abroad are often available.

On-the-job and formal training of employees throughout the early and mid-career stages of their development is given special attention. The C I A is an excellent training ground. It has an exceptionally fine laboratory for foreign language instruction -- on or off the job. Professional training is given not only with the C I A but also at

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other Government training establishments and at private academic institutions. Two universities in the Washington, D. C., area conduct evening programs of graduate and undergraduate study at Central Intelligence Agency headquarters classrooms, and other universities also cooperate with the CIA in its training program.

*Administration of Work-Related Information* Administration of so large and painstaking an organization has its own staff requirements. It needs computer programmers, administrators, secretaries, librarians, personnel managers, medical officers, communications engineers, and experts in auditing, budgeting, supply, records management, security. CIA administration must rely on business majors and liberal arts graduates who are management-minded.

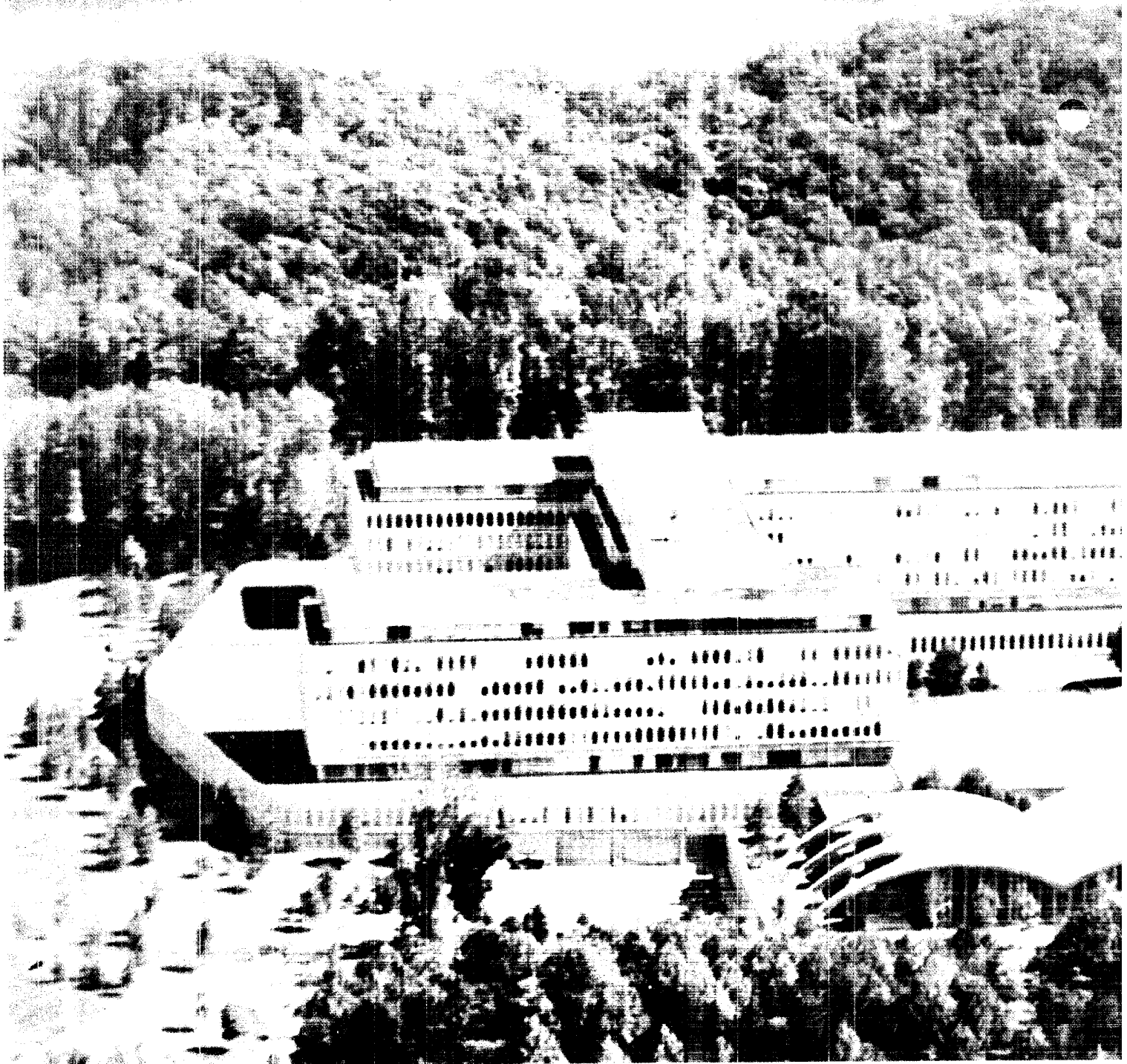
*Compensation and Benefits* CIA employees enjoy benefits and privileges generally equivalent to Federal Civil Service employment, such as membership in a retirement system, liberal vacations and sick leave, and eligibility to participate in contributory life and health insurance programs, even though they are exempt from Civil Service. Salaries depend on education, employment experience, and the nature of the assignment for which the candidate is selected and trained. Salaries follow the Civil Service scale, which ranges from \$3,507 to \$25,382 per year.

CIA is an Equal Opportunity Employer. We are glad to draw our staff from many racial backgrounds.

National security interests impose some limitations on CIA employees, but many are permitted to write for publication, attend professional meetings, and maintain standing in their professions. CIA employees have won some of the highest awards available to people in public service for outstanding achievement.

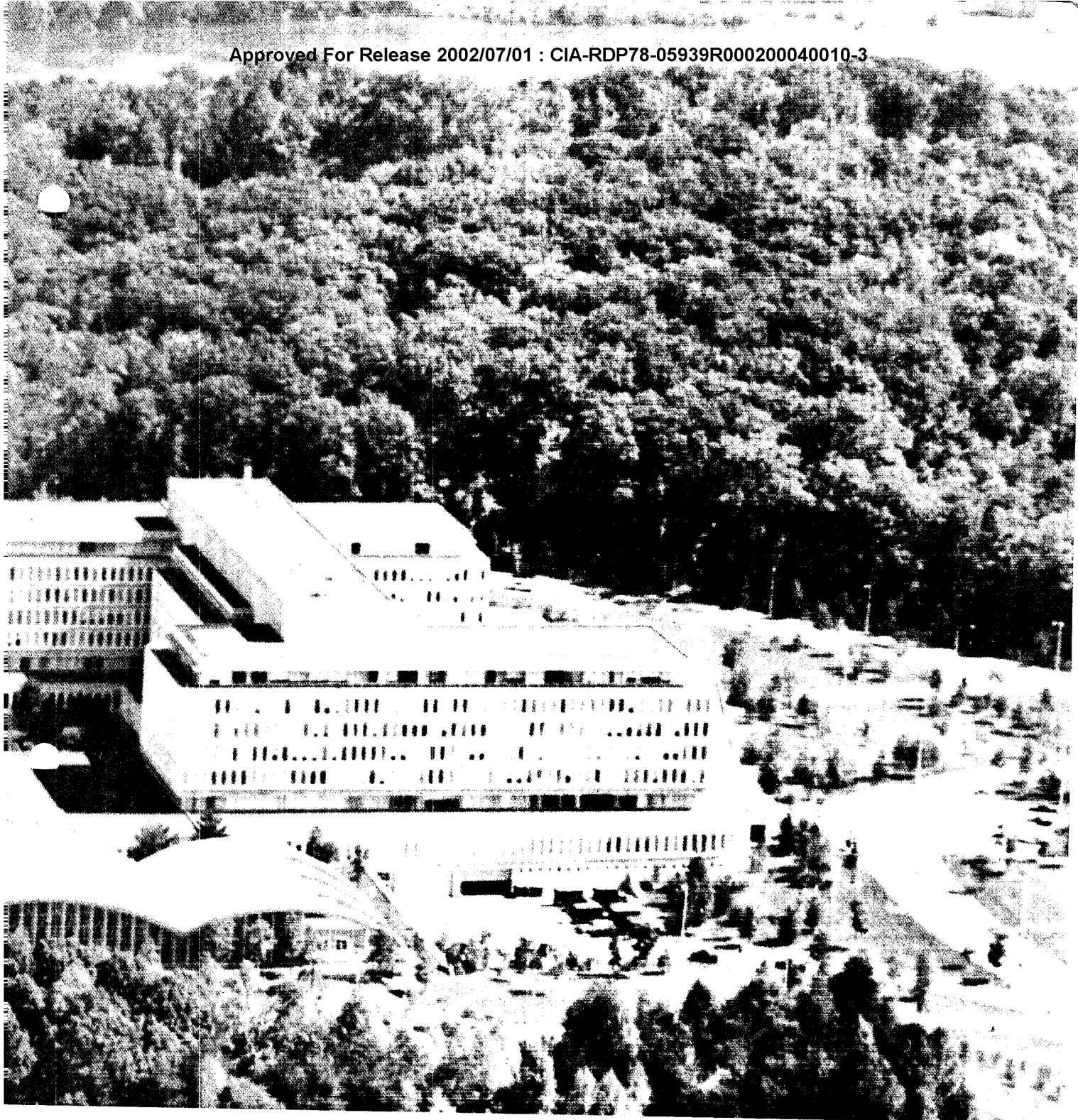
*Supplementary Training* supplements on-the-job training with work in other Government training centers and at cooperating colleges and universities where desirable.





is a handsome, modern, office building in an attractive wooded area in McLean, Virginia, near Washington, D. C. The worldwide search for information needed by the President and the nation in times of peace as well as national danger is directed from here. C I A is the *central* U. S. intelligence agency and has access to all other intelligence in the United States.







The work of Central Intelligence is by necessity highly confidential. Nevertheless, it is under continual review by the President himself, by the CIA subcommittees of the Armed Services and Appropriations Committees of the Senate and the House, and by the President's Foreign Intelligence Advisory Board, which is made up of the following informed and knowledgeable citizens:

**Clark M. Clifford, Chairman** Senior partner of Clifford & Miller, Washington, D. C.; Director of the National Bank of Washington, the Washington-Sheraton Corporation, Washington University, St. Louis, Mo. From 1946 to 1950 Special Counsel to the President of the United States.

**Robert D. Murphy** President of Corning Glass International; Director of Corning Glass Works, Morgan Guaranty International Banking Corporation, Morgan Guaranty Trust Company, Gillette Company. In 1959 Under Secretary of State for Political Affairs.

**Gordon Gray** Chairman of the Board, Piedmont Publishing Company; Director of R. J. Reynolds Tobacco Co., Champion Papers, American Security & Trust Co. From 1949 to 1950 Secretary of the Army. Former President of the University of North Carolina; Director, Office of Defense Mobilization from 1957 to 1958; Special Assistant to the President for National Security Affairs from 1958 to 1961.

**Frank Pace, Jr.** Chairman, International Executive Service Corps, and Special Advisory Board, Air Force Systems Command. Past Chairman and Chief Executive Officer, General Dynamics Corp., Canadair, Ltd. Director of American Fidelity Life Insurance Co., Colgate-Palmolive Co., Continental Oil Co., Time Inc. Director, Bureau of the Budget from 1949 to 1950; Secretary of the Army from 1950 to 1953.

**William O. Baker** Vice President, Research, Bell Telephone Laboratories; Trustee, Aerospace Corp.; Director, Babcock & Wilcox Corp. Member, Science Advisory Board of the National Aeronautics and

Space Administration. Former member of the President's Science Advisory Committee and of the National Science Board.

**Edwin H. Land** Chairman and President of Polaroid Corporation; Fellow and Visiting Professor at the School for Advanced Study, Massachusetts Institute of Technology, in 1956. Former consultant on missiles to the National Defense Research Committee and adviser on guided missiles to the U. S. Navy.

**William L. Langer** Coolidge Professor of History, Harvard University; Trustee, Carnegie Endowment for International Peace. Chief of Research and Analysis Branch, Office of Strategic Services from 1942 to 1945; Special Assistant to the Secretary of State in 1946; Director of Harvard's Russian Research Center and Center for Middle Eastern Studies from 1954 to 1959.

**Augustus C. Long** Chairman of the Board and Chief Executive Officer of Texaco. Director of the Freeport Sulphur Company, the Equitable Life Assurance Society of the United States; Senior Member of the Board, National Industrial Conference Board. Served in an executive capacity with several Federal agencies during World War II.

**Admiral John H. Sides, USN (Ret.)** Senior Military Advisor to the Lockheed Aircraft Corporation and Consultant to the Department of Defense. From 1960 to 1963, Commander in Chief of the U.S. Pacific Fleet; Director of the Guided Missiles Division of the Office of the Chief of Naval Operations from 1952 to 1956. Served in China during the Yangtze Campaign, and the Pacific during World War II.

**General Maxwell D. Taylor, USA (Ret.)** Most recently Ambassador of the United States to the Republic of South Viet-Nam and former Chairman of the Joint Chiefs of Staff. Served as Commander, 101st Airborne Division, from 1944 to 1945; Superintendent of the U.S. Military Academy from 1945 to 1949; senior command assignments of great responsibility in both Europe and the Far East from 1949 to 1955. Chief of Staff, U.S. Army from 1955 to 1959.

Because of the nature of its responsibilities, the Central Intelligence Agency must make a very thorough investigation of the character and qualifications of each applicant who is tentatively selected for employment. You are therefore urged to apply well ahead of the date when you would like to enter on duty with the Agency. Three ways are open to you:

- 1 See your Placement Officer and request an interview with the Central Intelligence Agency representative who visits your college or university from time to time; or
- 2 Write to the Central Intelligence Agency, Office of Personnel, Washington, D. C. 20505. Enclose a résumé of your education and experience and ask for application forms; or
- 3 Come to the Central Intelligence Agency Recruitment Office, 1016 16th Street, N. W., Washington, D. C., during weekday business hours for a personal interview. No appointment is necessary.

## ACADEMIC FIELDS OF PARTICULAR INTEREST TO CIA

### Major Degree Fields

### Some Typical Duties

Chemistry Engineering (EE, ME, AE) Physics	Research, design and development of technical devices, equipment and systems in support of intelligence or, analysis and evaluation of the performance capabilities of foreign devices, equipment, and systems.
Mathematics	Computer application in support of scientific and technical intelligence or, mathematical application to photogrammetry.
Cartography Geography Geology	Research and analysis of the physical and cultural aspects of foreign areas or, research and compilation of data leading to the preparation of special subject maps or, analysis and interpretation of photography of intelligence value.
Economics Economic Geography International Trade	Collection, research and measurement of aggregative economic performance or, sector performance, of foreign economics.
Accounting Business Administration Public Administration	Administrative management and support of world-wide intelligence activities.
Library Science	Reference; acquisition; cataloging; maintenance of a vast collection of foreign and domestic publications and documents in support of intelligence research.
English Foreign Area Studies History International Relations Journalism Law Political Science	Collection, evaluation, research and analysis of the political, historical and social dynamics of all foreign countries and areas of the world.
Psychology	Psychological support and research; advisory and consultative services in the selection and utilization of professional personnel.

NOTE: This list is by no means all-inclusive. Further, as personnel requirements are filled or modified, the Agency's recruitment emphasis upon one discipline or another, or upon certain combinations of disciplines, may vary.



have contributed to the present staff of the United States Central Intelligence Agency.

